A Quick Look at Tablet PC 4200

Your workstation has been changed to a Tablet PC with the Windows XP Tablet PC Edition 2005 operating system. The following information is provided as a quick review of what is new with your Tablet PC.

Tablet PC Inventory

Tablet PC and Pen

Docking Station Front & Back

DVD/ CD-RW Drive

AC Adapter and Powered USB Cable

Tablet PC Assembly and Procedures

Powering on the Tablet PC

Locate the *silver* power button on the left side of the tablet.

Slide the button towards the front of the tablet and release.

Note: In the event the tablet will not shut down, you may slide and hold the power button towards the front for 6-10 seconds, and this will power down the tablet.

Wi-Fi Power/Help & Support Center

Located on the left hand side of the tablet, on both sides of the USB port there are two buttons.

WI-FI Power
This button turns your wireless internet access off and on as a power saving feature.

Help & Support Center
Pressing this button brings up the Microsoft Help & Support center to assist you in troubleshooting any windows XP or hardware issue that you may have.

Screen Operation Press the *gray* release button located on the front edge of the tablet.

To use pc as a tablet, twist screen in a clockwise direction, and close.

To use pc as a laptop, twist screen in a counter-clockwise direction, and close.

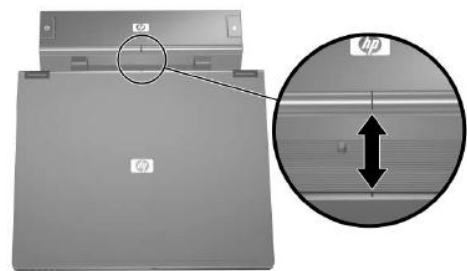(illustration reference from Tablet User Guide)

Releasing the Stylus Pen Press the Stylus Eject button, located a few inches below the HP logo on the left hand side of the screen.
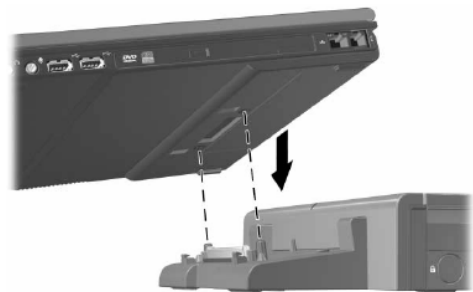
Docking the Tablet PC Close the tablet screen, and angle the front of the computer downward. Align the two visual indicators of the tablet and the docking station.
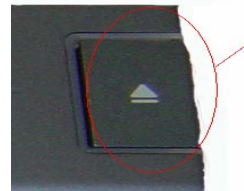
Docking-*the connecting of a portable machine to its stationary setup.*

Press the tablet into place.
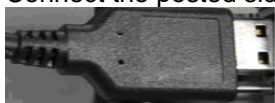(Illustration referenced from Tablet User Guide)

Undocking Tablet PC Close the screen to the tablet, and depress the Eject/Release button on the right side of the docking station.

Charging Tablet/Plugging in AC Adapter Plug AC adapter into wall and the other end into tablet or docking station.

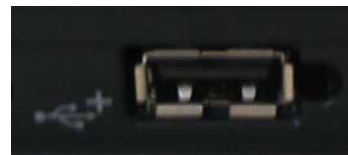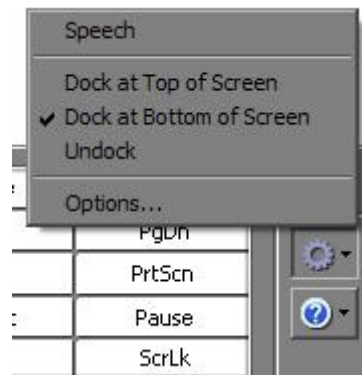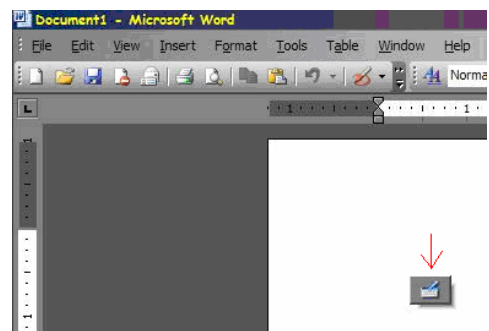|	
Attaching CD-ROM to Docking Station	Use the "Powered" USB cable. Connect the posted side to the left edge of your docking station. Connect the opposite ends to the back of your external CD-ROM bay. (see picture to the right)
Attaching CDROM Directly to Tablet PC	Locate POWERED USB port on the right hand side of the Tablet, noted with a '+' sign. Insert *posted* side of USB cable into powered USB port. Connect opposite side of cable to CD-ROM drive.
Using the CDROM Bay Power Adapter	Utilize the power adapter to conserve on the Tablets battery supply. Use the standard USB cable (without post) to connect tablet to CD-ROM bay.
Writing on Tablet	Open Microsoft Word (Icon on desktop) Place tablet pen on desired area. Click on writing icon (refer to image) and one of the following writing docks (below) will appear. Write in print or cursive and click 'insert' *(located at bottom right of writing block)* Write letters in print or cursive in individual slot and click 'insert' Click on appropriate letter, number or symbol and click 'insert'

To access the "On-Screen" Keyboard outside of Word, click on the keyboard icon to the right of the start menu.

To Dock/Undock Keyboard to a specific location, click on the Options Menu as indicated below:
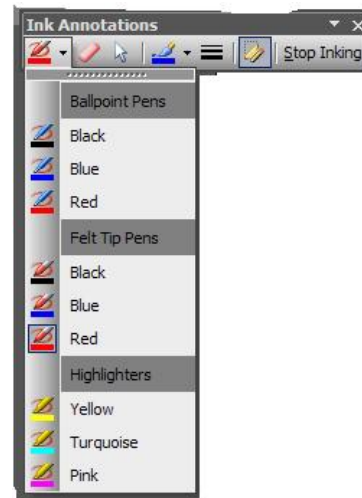
Microsoft Word   Microsoft Word allows you to utilize tablet functions but providing an automatic shortcut for the on screen keyboard. Simply hover over your document space, and tap on the keyboard icon as it appears.

Word also allows you to utilize "Ink Annotations", or handwriting within your document. To access this function click on the Annotations Icon

, located in the standard toolbar area.

You will notice that you have many options to choose from as far as brush size, and color.
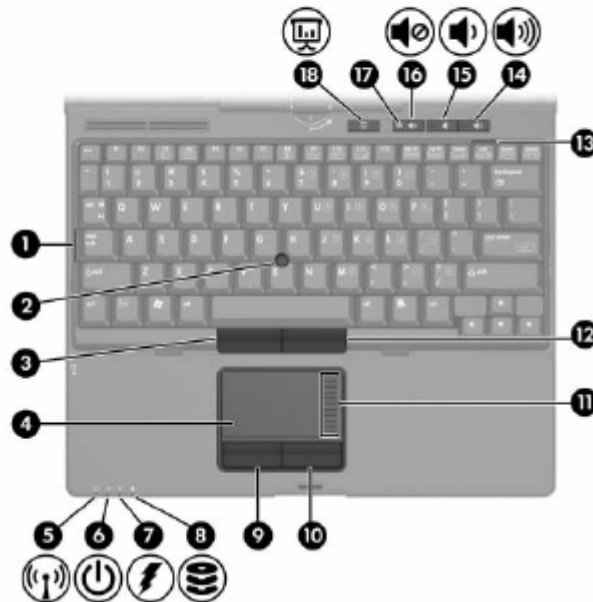
Storing Your Files   You should continue to store your files on the FSSA H: drive located on your local server. An example of your personal folder on the home drive is: 00student00 on 'fss00it20\home' (H:) This is also commonly known as your "My Documents" folder.

My Documents It is recommended that you use My Documents to open files. By selecting the file you want, the program used to create that file opens automatically. You will find My Documents is a very easy way to find and open files.

Keyboard Functionality

Keyboard Components

Components

❶	Caps lock light	❿	Right TouchPad button
❷	Pointing stick	⓫	TouchPad scroll zone
❸	Left pointing stick button	⓬	Right pointing stick button
❹	TouchPad	⓭	Num lock light
❺	Wireless light	⓮	Volume up button
❻	Power/standby light	⓯	Volume down button
❼	Battery charge light	⓰	Volume mute button
❽	IDE (Integrated Drive Electronics) drive light	⓱	Volume mute light
❾	Left TouchPad button	⓲	Presentation mode button

(Pictures above referenced from Tablet PC user manual)

Function Keys- Keys that provide hotkey functionality for the tablet. These keys are associated by blue print. They are utilized by holding down the blue **"fn"** key while pressing the desired function key.

Fn key- located on spacebar row, to the right of "ctrl" key.

Screen Brightness Hold Down **fn + "F9-F11"**

Sleep Mode Hold Down **fn + F3**
Simply slide and release the power switch
To bring tablet out of sleep mode

Miscellaneous Function Keys

Function	Key Combination to Activate Function	Key Combination to Deactivate Function
Initiate standby	fn+f3	Power switch
Switch between tablet PC display and external display	fn+f4	fn+f4
View battery information	fn+f8	fn+f8
Decrease screen brightness	fn+f9	fn+f10
Increase screen brightness	fn+f10	fn+f9
Turn ambient light sensor on and off	fn+f11	fn+f11
Display system information	fn+esc	fn+esc

(referenced from Hardware/Software manual, pg 69)

Tablet Shortcuts **Qmenu**
Provides shortcuts to common tasks on the
Tablet PC, such as:
Volume, Brightness, Screen settings

Screen Rotation
Rotates screen between Portrait &
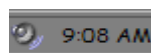Landscape orientation

Writing Pad
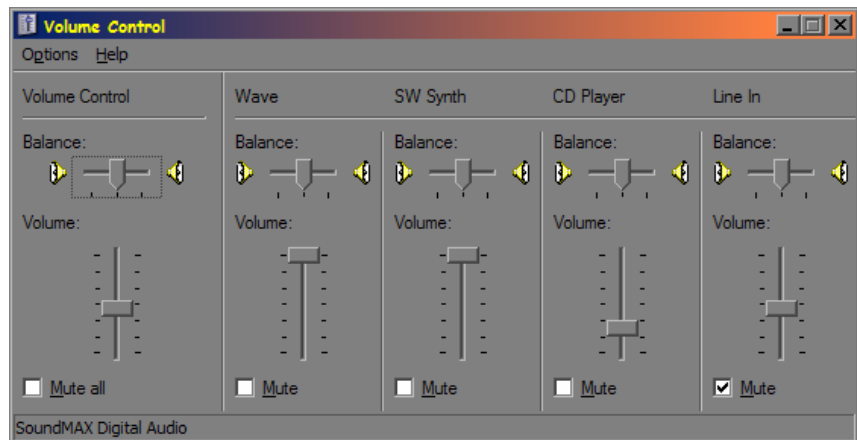Opens up writing pad

Volume Control **Option 1:** Hardware Volume Keys (Items 14-16)
Option 2: Windows "Volume Control"
Located in the bottom right corner of your task bar by the
clock

 Double click on the small speaker icon,
and adjust volume as needed.

Volume Control- System's main volume control
Wave- Sounds and audio files that are played through the system

(Mail notifications, stored music, etc..)
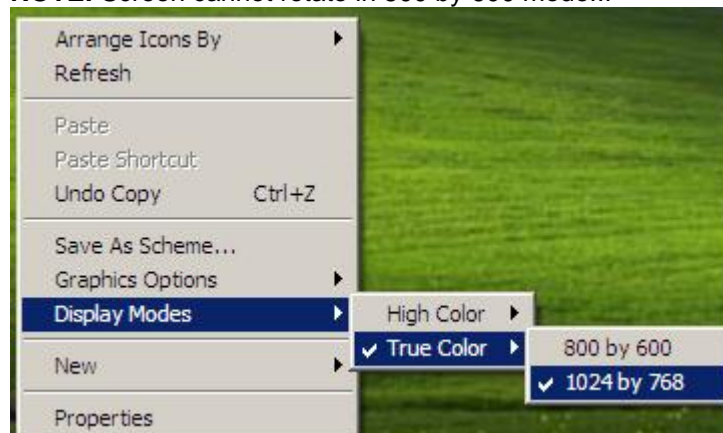**SW Synth**- Not used
CD Player- Audio CD volume
Line In- Auxiliary input volume
*Microphone volume is automatically adjusted on the tablet pc.

Adjusting Screen Size   Right-Click on a blank space within your desktop, choose **Display Modes**, then **True Color,** then select desired screen size.
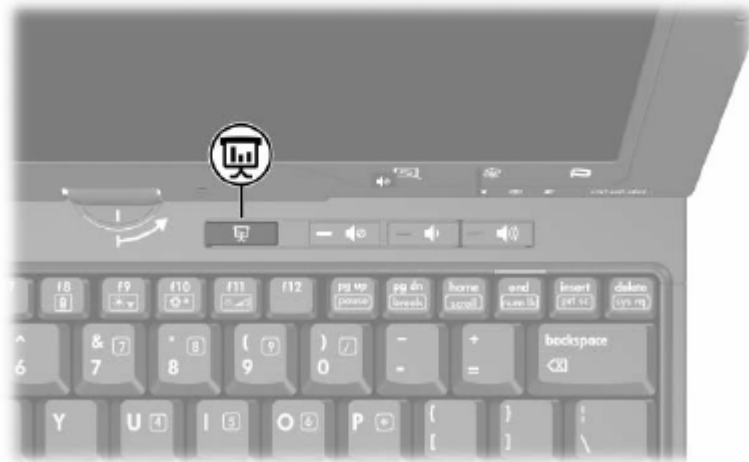
NOTE: Screen cannot rotate in 800 by 600 mode!!!

Presentation Mode

Using Presentation Mode

The Presentation mode button toggles Presentation mode on and off. Turning Presentation mode on opens an application, folder, file, or Web site that you specify. The image simultaneously displays on the tablet PC screen and on an external device connected to the external monitor port or S-Video-out jack on the rear panel, or to display ports and jacks on an optional docking device.

(referenced from Hardware/Software guide, pg. 77)

Accessing Your Files

"Offline File" has been turned on, enabling your files to travel with you.

NOTE: You will need to allow time for your Tablet PC to "synchronize" with the files you have changed that belong on the network. The first synchronization may take more than a few minutes, afterwards, the tablet will only sync files that have had changes made to them.

A Few Notes on 'OFFLINE FILES" & Cached Exchange Mode

Offline file synchronization stores the files on your networked home drive to the local machine, making them available for use while you are away from the office. You tablet pc will attempt to sync these files periodically throughout the day. Most importantly, it will sync when you logon to your tablet, as well as when you logoff. The Offline Files wizard will display a report of how the sync went. This report could be easily mistaken as an error report. These are not errors, simply just a report.
For more information on offline files:
http://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/csc_overview.mspx

Outlook "PST" files cannot be synchronized in this manner. IOT has enabled "cached exchange mode" in order for your mailbox to be available to you offline. This will save your generated emails as a draft until a network connection is available.
For more information on cached exchange mode:
http://www.microsoft.com/technet/prodtechnol/exchange/guides/PlanE2k3MsgSys/eb681c4b-d499-4b59-91d3-3ffa9b32edb1.mspx

Three Easy Ways to Get Help	There are three ways to access Help files. Use one of the following ways: 1. Press F1 2. Click on Help and Support from the Start Menu 3. Click on the Question Mark
Tablet PC Tutorials & Self Help	To access the HP 4200 Tour: Click on **START** menu Goto **"PROGRAMS"** Select "**Get Going With Tablet PC"** *You may also access online information on this Tablet PC: at: http://help.fssa.state.in.us/tablet4200support.htm

XP Reference Documents	In addition to the document listed above, there are XP and Office Reference Documents located in Public Folders under FSSA, HelpDesk/ Technical Resources, XP Reference Documents. The documents are separated in these categories:
	• General PC Documents
	• Office Documents
	    • Outlook Documents
	    • Word Documents

Where Can I Get Additional Help?	You may access online guides and tutorials by clicking the following link. http://help.fssa.state.in.us/tablet4200support.htm. If you are having technical problems, you should contact the IOT Help Desk at 800-382-1095 or locally at 317-234-4357(HELP).